



Small MS4 Discharge Monitoring Reports

JULY 2020

USER GUIDE

WHAT IS myDEQ?

myDEQ is Arizona Department of Environmental Quality's (ADEQ's) new online web portal, designed to assist customers in meeting their environmental priorities and responsibilities. Upon creating an account, customers will be able to view their permits online and submit compliance reports as well as obtain new permits.

How do I get a myDEQ account?

Step 1: Register your Responsible Corporate Officer (RCO) online

Step 2: Sign, notarize and return the Subscriber Agreement/Signature Agreement (emailed by ADEQ upon completion of registration form)

Step 3: Set up your new myDEQ account (link emailed after ADEQ receives agreement from Step 2)

Register for an account today! | Go to myDEQ Registration Form >

HELPFUL TOOLS

myDEQ Tool Tips: Not sure what something means? Click on this icon "?" and learn more about the terminology on that screen.

Need Help? he button found in the top right is an easy way to access myDE support if any errors occur while you are trying to finish the application.



Time Out Warning: myDEQ does not have a "SAVE" option at this time (coming soon). After more than 20 mins of non-activity on a screen, the portal will time out and you will have to start over.

Web Browsers myDEQ works best in Firefox and Google Chrome. Internet Explorer is not recommended due to compatibility issues.

Key Items to Have Ready:

- Outfall or Field screening point where samples were taken
- Results of Visual Monitoring or Screen Points
- Results of Analytical Monitoring, if applicable
- If No Discharge (NODI), the appropriate reason (and corresponding NODI code) for no discharge

ACRONYMS

ARS Arizona Revised Statute

AZPDES Arizona Pollutant Discharge Elimination System

BMP Best Management Practice
DMR Discharge Monitoring Report
MCM Minimum Control Measures

MS4 Municipal Separate Storm Sewer System

Pollution Prevention and Good Housekeeping

RCO Responsible Corporate Officer

HOW DO ILOG MY DMR?

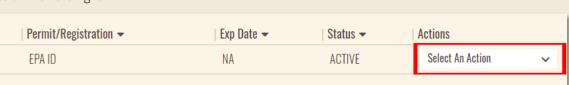
If you don't have a myDEQ account, see "How do I get a myDEQ account?" on Page 2.

Step 1: Log into myDEQ

• Go to login page | Go Now

Step 2: Select Log DMR Action

- Under mySTUFF, you will see a list of permits/ registrations associated with your account.
- Locate your MS4 NOI in the list and the Actions dropdown column on the right



• Click "Select An Action" to open the dropdown menu and select Log DMR

Step 3: Prepare Materials and Start Application

- The opening screen lists the items you will need to complete the report, information on payment, and session time limits. Gather the necessary information before beginning.
- Click CONTINUE on the bottom right of the page.

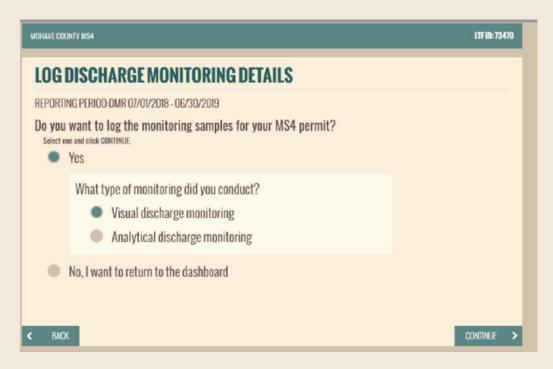


Step 4: Log Discharge Monitoring Details

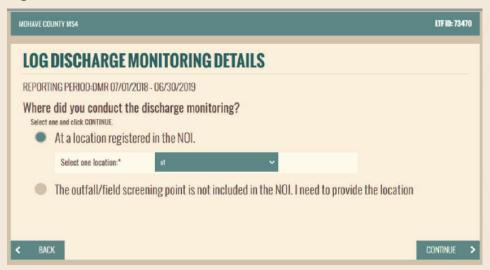
Select the reporting period for your DMR. Click SAVE PAGE & CONTINUE.



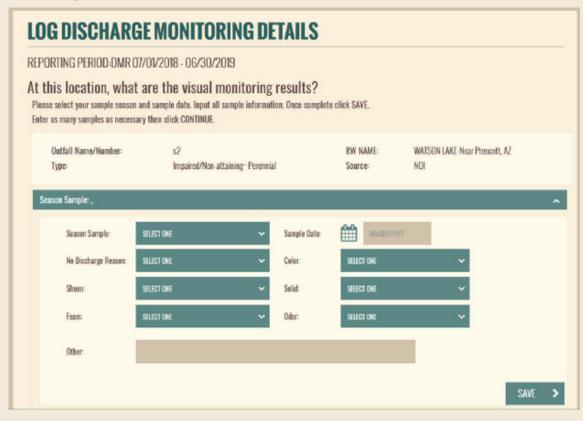
- Select Yes if you wish to continue your submittal for wet weather sampling, then select the type of data you are
 entering. If you do not have data for either visual or analytical monitoring (if required), continue the application
 and there will be an opportunity to add a NODI code to explain why there is no data.
- Click CONTINUE.



 Select whether you want to identify your outfalls by choosing from the list of outfalls registered in your NOI, or by adding new outfalls directly to your DMR. Click SAVE PAGE & CONTINUE.

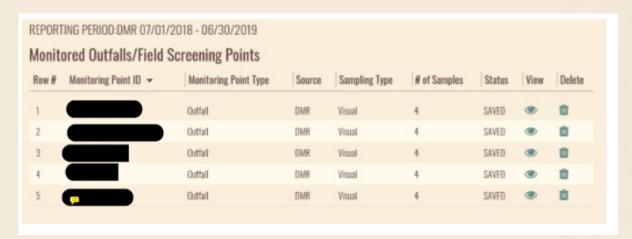


Here, you will enter your wet season sample data. In the Sample Season drop-down menu, there are two
wet seasons. Two samples are required for each wet season per outfall, meaning four samples are required
per outfall. If you do not have data, select a reason from the "No Discharge Reasons" drop-down. When
you finish entering the first sample, click SAVE.

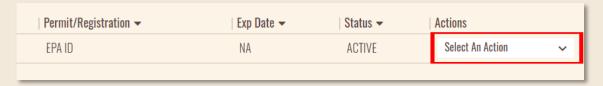


 After saving your first sample, click +ADD SAMPLE and enter the remaining samples for this outfall. Click CONTINUE to add more outfalls.

• Log your monitoring details for each outfall until your table displays all your outfalls with four samples per outfall.

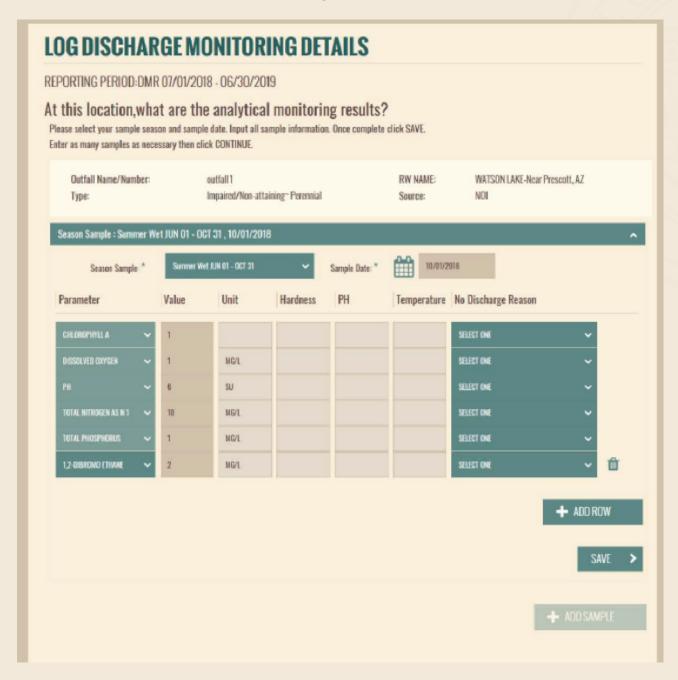


Next, you will be asked if you want to continue to report analytical monitoring information. If you are not required
to perform and report analytical monitoring, select "No, I want to return to the dashboard." Once you're at
mySTUFF, locate your NOI listing, click Select an Action, and then click Submit DMR.



• Follow the guided instructions to submit the DMR sampling data you logged.

• If you are required to do analytical monitoring, you will be taken to a table to enter data for each of your samples. If no data is available for a sample, include a "No Discharge Reason" selection.



 Once your analytical data is entered, return to your dashboard at mySTUFF, select the "Submit DMR" action for your listed NOI, and follow instructions to submit.